

# INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b> PANAMA	<b>2. AGENCY</b> STATE	<b>3a. POSITION NO.</b> NAS-06
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**3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.**    ☐ Yes    ☒ No

**4. REASON FOR SUBMISSION**

- ☐ a. Reclassification of duties: This position replaces  
Position No. \_\_\_\_\_, \_\_\_\_\_ (Title) \_\_\_\_\_ (Series) \_\_\_\_\_ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) To Update Duties and Responsibilities

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority HRO	Administrative Assistant - 105	FSN-7	TEV	10/14/11
b. Other				
c. Proposed by Initiating Office INL	Training Assistant			

<b>6. POST TITLE POSITION (if different from official title)</b> Training Assistant	<b>7. NAME OF EMPLOYEE</b> Vacant
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<b>8. OFFICE/SECTION</b> U.S. Embassy Panama	a. First Subdivision INL Section
b. Second Subdivision	c. Third Subdivision

<b>9. This is a complete and accurate description of the duties and responsibilities of my position.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>_____ Typed Name and Signature of Employee</span> <span>_____ Date(mm-dd-yy)</span> </div>	<b>10. This is a complete and accurate description of the duties and responsibilities of this position.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>_____ Typed Name and Signature of Local Supervisor</span> <span>_____ Date(mm-dd-yy)</span> </div>
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<b>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>_____ Typed Name and Signature of American Supervisor</span> <span>_____ Date(mm-dd-yy)</span> </div>	<b>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>  <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> <span>_____ Typed Name and Signature of Human Resources Officer</span> <span>_____ Date(mm-dd-yy)</span> </div>
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**13. BASIC FUNCTION OF POSITION**  
 Serve as the Training Coordinator for all criminal justice training provided by or arranged through the INL Section. Duties include coordinating Leahy human rights vetting for training participants, handling logistical and administrative preparations with Panamanian government institutions, and drafting official correspondence and training invitation letters to Panamanian government agencies, non-government organizations, and foreign offices such as the Colombian National Police and Navy. Also, acts as the back-up receiving agent, verifying receipt of goods and services procured by INL.

<b>14. MAJOR DUTIES AND RESPONSIBILITIES</b> See Attached	<b>% OF TIME</b>
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**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: Two years of post secondary education is required.
- b. Prior Work Experience: Two years of experience in administration is required.
- c. Post Entry Training: During probationary period, incumbent must take the Training on End-Use monitoring System (EUM) and Procurement's Office record keeping and procedures.
- d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization(sp/read): Level III (Good Working Knowledge) Speaking/Reading/Writing English; and Level IV Speaking/Reading/Writing Spanish is required. Must be able to draft formal letters in Spanish.
- e. Job Knowledge: General knowledges of office administrative procedures is required. Basic knowledge of GOP offices and the U.S. Government agencies is required. Good knowledge of Spanish letter-writing conventions is required. Good knowledge of Word, Excel, Outlook applications is required.
- f. Skills, and Abilities: Must possess excellent organizational, management and interpersonal skills. Must have the ability to work under pressure and in difficult situations. Must be able to work in a team. Must possess excellent communication skills. Must be a visionary planner. Must be able to draft invitational letters in Spanish. Must possess a valid Panamanian's driver license (Type C).

**16. POSITION ELEMENTS**

- a. Supervision Received: Directly supervised by the Project Specialist.
- b. Supervision Exercised: None
- c. Available Guidelines: INL Procurement Policies and procedures. Applicable U.S. Government regulations.
- d. Exercise of Judgment: Regarding proper wording for formal correspondence and proper use and accountability for U.S. funded commodities.
- e. Authority to Make Commitments: None
- f. Nature, Level and Purpose of Contacts: Procurement Section, B&F, Travel Section, U.S. Law Enforcement Agents, Comissioners and sub-comissioners from the Panamanian National Police, SENAFRONT, and SENAN.
- g. Time Expected to Reach Full Performance Level: One Year.

## **14. Major Duties and Responsibilities (Cont.)**

### **Training Coordination**

**40% of time**

Handle all aspects of training except travel. This includes:

- Monitoring cable traffic for invitations to training events and coordinating with pertinent project management staff and offices to determine correct GOP agencies to participate and solicit any recommended students.
- Preparing invitation letters for delivery to appropriate GOP or security service office.
- Following up by telephone to get necessary name and biographical information, as well as ensuring that insurance and other necessary forms are completed.
- Passing those forms and that information to the Travel Coordinator for travel arrangements.

### **INL Correspondence**

**30% of time**

- Responsible for INL Section correspondence with more than 25 Government of Panama agencies, non-government organizations (NGOs), and foreign offices such as the Colombian national Police and Navy, and the Chilean Navy.
- Principal drafter, in Spanish and English, including translations, for all INL Section correspondence.
- Scan and file all outgoing correspondence on the INL shared drive.

### **Leahy Vetting**

**15% of time**

Responsible for the oversight and compliance of the Leahy Vetting procedures for thousands of INL trainees, ensuring INL obtains – in a timely fashion – the required investigative vetting clearance for candidates from the GOP agencies to attend training locally or internationally. This includes:

- Submitting training invitation letters to appropriate GOP offices.
- Ensuring completion of all candidate documentation and entering the pertinent information into the INVEST Leahy Vetting Template for Post.
- Following up on vetting status in close contact with the Political Section.
- Submitting vetting results to OMS and project managers to begin travel arrangements.
- Reporting to the supervisor and INL project managers any candidates who do not receive clearance.
- Maintaining a current record keeping database for all INL Leahys, and
- Maintaining paper files (by Leahy number) of all vetting records.

### **Backup Receiving for INL Procurement**

**5% of time**

- Act as Backup Receiving Agent for all expendable and non-expendable items donated to GOP agencies. This includes physically receiving and inspecting more than \$8 million worth of goods, insuring that they match the invoice, and certifying on the invoice that the goods were received. If, for whatever reason, incumbent is unable to physically receive the goods, incumbent must document who receives them and ensure proper accountability.
- When acting as Backup Receiving Agent, assign NEPA inventory numbers for the non-expendable items. (Whenever possible, incumbent will personally affix the NEPA numbers and complete the donation form. If it is not possible, incumbent must ensure proper accountability in determining who is delegated to perform this task.) Prepare, distribute and maintain records of all donations letters given to the receiving agencies from the GOP. Responsible for providing a list of all non-expendable items to include the price, purchase order number(s), serial numbers, date of arrival, date of delivery to GOP agency and description of all non-expendable items above \$300 value to Project Clerk to be placed in the INL end-use monitoring inventory system.

### **Coordination of Purchase Requests**

**5% of time**

Verify that Memos for all procurement requests coming to INL are completed properly and in sufficient detail or request changes / supplementary information if that is not the case. Enter all information pertaining to procurement requests in the Procurement Spreadsheet established to maintain a record of the requests and the procurement completion process.

**Other****5% of time**

Perform all other related duties as assigned. Drive INL vehicle to perform miscellaneous related errands as required.